

**Michigan Merit Examination (MME) Effective Spring 2007  
STANDARD TESTING REQUIREMENTS**

**MI**

*All schools must meet these standard testing requirements for all testing days for both initial and makeup administrations.*

*This document does not replace the comprehensive instructions in the Supervisor's Manuals.*

**Facilities**

- ◆ Choice of testing rooms for standard time administration
  - Uncrowded seating – prefer classrooms with 25-30 examinees
  - Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements below)
  - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces
  - No lapboards permitted; temporary surfaces resting on chair arms or back of chair in front must be reviewed and approved by ACT prior to use
  - Must accommodate both test booklet and answer document
- ◆ Seating arrangements (requirements apply equally to desks and tables)
  - Seats must be assigned by testing staff as students enter room
  - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
  - Minimum of 3 feet apart front-to-back (measured head-to-head)
  - All students must face the **same** direction, directly behind one another
- ◆ Freedom from distractions
  - No one not involved in testing may be in the room
  - Uninterrupted testing period required for both days of testing
  - No unnecessary noises (bells, public address systems, etc. must be turned off)
  - Testing rooms must be separated from regular school activities

**Personnel**

- ◆ Required number of qualified assistants per room—1 room supervisor required for each room, **plus 1** proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
- ◆ To avoid the appearance of conflict of interest, testing staff may **not** be:
  - Involved in test preparation outside of normal teaching responsibilities
  - Enrolled in high school
- ◆ Test (and back-up) supervisors have access to secure test materials prior to testing. Therefore, to avoid the appearance of a conflict of interest—and to protect relatives (including siblings, children, stepchildren, grandchildren, nieces, nephews) and wards from allegations of impropriety—test (and back-up) supervisors may **not** be related to **any** examinee taking the MME in 2006-2007 **anywhere** in Michigan.

- ◆ Room supervisors and proctors may **not** assist in a room where any relative is being tested
- ◆ Adequate training for all staff
  - Testing staff must have read and be familiar with both the Day 1, and Day 2 and Days 2-4 supervisor's manuals (included with training materials)
  - A local training session for all staff is required before testing
  - Each room supervisor must have a complete copy of that day's supervisor's manual in the test room
- ◆ Attentiveness during testing—testing staff must:
  - Focus on monitoring tests (reading, grading papers, other personal work **not** permitted)
  - Circulate frequently around the room to monitor examinees
  - Recognize the potential for cheating and take action as instructed in supervisor's manuals
- ◆ Exact compliance with supervisor's manuals required, including reading spoken instructions verbatim

**Security**

- ◆ All test sites must test only on the designated test days with testing as the first activity of the morning. Day 1 testing must begin **no later than 9:00 a.m.**
- ◆ Constant security of materials
  - Receipt, check-in, and verification of test booklets by serial numbers
  - Restricted access at **all** times from moment of receipt to return (documented "chain of custody")
  - Answer documents not returned to students after test responses gridded
  - Immediate and complete return of all Day 1 materials to ACT and all Day 2 and Days 2-4 materials to Pearson
- ◆ Proper identification of examinees by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT/PEM to handle testing irregularities

**Exact timing of tests**

- ◆ More than one timepiece must be used in each room to ensure back-up
- ◆ Time remaining may not be posted
- ◆ Five-minute warning must be read verbatim from the supervisor's manuals

**Documentation of test day procedures**

- ◆ State Testing Roster
- ◆ State Testing Staff List returned with answer documents
- ◆ Seating Diagram, Test Book Count Form, and Testing Time Verification Form returned for each room
- ◆ Supervisor's Report Form (Day 1) and School ID Sheet (Day 2) completed accurately
- ◆ Testing Irregularity Report Form(s) returned with answer documents